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**Disclaimer:**

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# Session Overview



- Purpose of evaluation
- Share the evaluation timeline
- Purpose of each survey
- Explanation of the evaluation process
- Use of survey results for other surveys and monitoring

# Purpose of Evaluation



- Two Levels of Evaluation
  - Grantee level evaluation
  - State level evaluation
- Analyze program progress towards goals and objectives
- Analyze program effectiveness
- Determine program strengths
- Determine program needs
  - Program changes
  - Professional development

# 21<sup>st</sup> CCLC Timeline

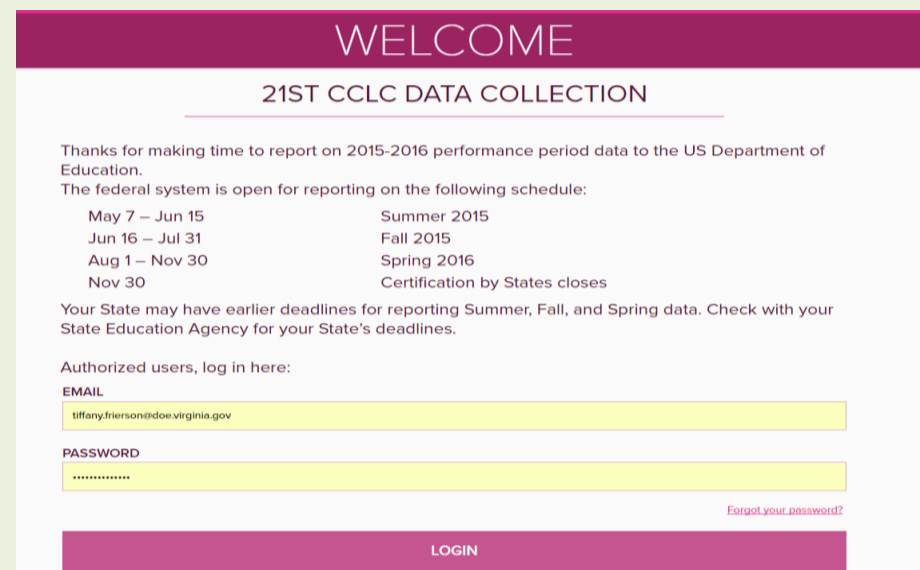
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# Survey Platforms

- University of Memphis, Center for Research and Educational Policy (CREP Survey System)
- USED APR (Annual Performance Report)



The screenshot shows the login interface for the Center for Research in Educational Policy (CREP) Survey System. At the top, there is a banner with the CREP logo and the University of Memphis logo. Below the banner, the text "Center for Research in Educational Policy Survey System" is displayed. A "Please log in:" section contains two input fields: "User ID:" and "Password:". Below these fields is an "Enter" button.



The screenshot shows the "WELCOME" page for the 21ST CCLC DATA COLLECTION. The page has a purple header with the word "WELCOME" in white. Below the header, the text "21ST CCLC DATA COLLECTION" is displayed. The main content area contains a message from the US Department of Education, a table of reporting deadlines, and a section for authorized users to log in.

The federal system is open for reporting on the following schedule:	
May 7 – Jun 15	Summer 2015
Jun 16 – Jul 31	Fall 2015
Aug 1 – Nov 30	Spring 2016
Nov 30	Certification by States closes

Authorized users, log in here:

EMAIL  
tiffany.frierson@doe.virginia.gov

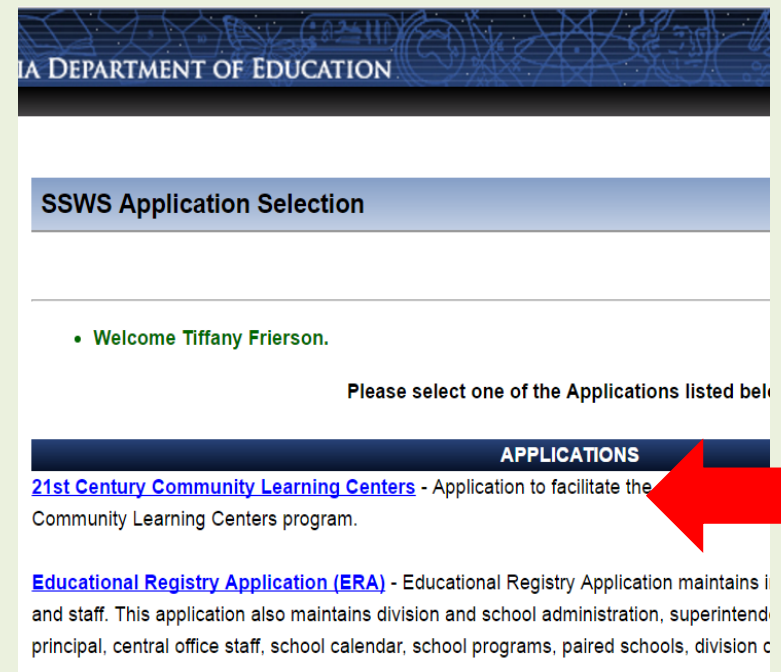
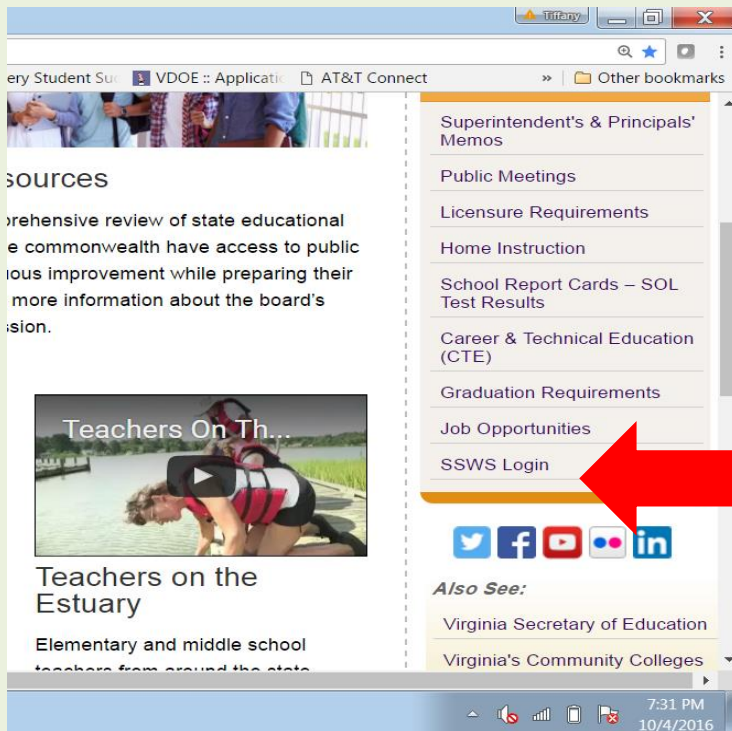
PASSWORD  
\*\*\*\*\*

[Forgot your password?](#)

LOGIN

# Survey Platforms

- VDOE SSWS



# Center vs. Grant

- Center definition for evaluation purposes
  - A center is any location that has the ability to collect both academic and enrichment data
- Grant that has a school location and Boys and Girls Club – 1 center – school – 1 set of data
- Grant that has 2 schools – Carter Middle School and Carter High School – 2 centers – 2 sets of data
- Survey directions will indicate whether to answer questions based on the center or the grant



# Cohorts and Data Entry

- Year 1 awards – 2016-2017 – Cohort 15
- Year 2 awards – 2015-2016 – Cohort 14
- Year 3 awards – 2014-2015 – Cohort 13
- Will be required to complete surveys if grant is not renewed
  - 2013-2014 – Cohort 12 will need to complete
  - SSWS Student Attendance Survey
  - For this year, the ALERT Survey

# ALERT

## (Annual Location Evaluation Report Template)

- Yearly - <http://crepsurveys.net/Survey/>
- 2016-2017 School Year Survey
  - **May 2017-July 2017**
  - All grantees - Cohort 13, 14, 15



# ALERT

## (Annual Location Evaluation Report Template)

- State Evaluation Process
- ~~“aka” Virginia APR~~
- Purpose - Describe your program including
  - goals/objectives
  - students and families served
  - activities
  - strengths/weaknesses
  - challenges/successes



# ALERT TIPS

## (Annual Location Evaluation Report Template)

- Preview the survey
- Determine the team to help in collecting your data
- Collect data
- Plan adequately to input data
- Save work as you go; return if necessary
- Print your completed survey
  - Use to complete
    - monitoring process
    - USED APR
- View the report in the CREP survey system



# ALERT

## (Annual Location Evaluation Report Template)



The screenshot shows the login interface for the 'Center for Research in Educational Policy Survey System'. At the top, there is a header banner with the CREP logo on the left and the University of Memphis logo on the right. Below the banner, the text 'Center for Research in Educational Policy' and 'Survey System' is displayed. A 'Please log in:' section contains two input fields: 'User ID:' and 'Password:'. Below these fields is an 'Enter' button.



# ALERT Data

## (Annual Location Evaluation Report Template)

- Person/people to contact?
  - Coordinator
  - Clerical Staff - attendance
  - Human Resources – staffing data
  - Guidance – demographic data and academic data
  - Building administrative staff
  - Teachers
  - Enrichment staff
  - Community partners



# ALERT Data

## (Annual Location Evaluation Report Template)

- Data to collect?
  - Attendance data
  - Student demographic data
  - Academic data
    - SOL scores
    - Grades
    - Progress monitoring data (benchmark assessments)



# ALERT Data

## (Annual Location Evaluation Report Template)



- Data to collect?
  - Staffing data
  - List of activities and purpose/related objective
    - Academic, enrichment and family programming activities
    - How often the activity occurred
    - Behavior and motivation
  - Community partnership information
  - Success of activities
    - Data to justify the success of the activity



# SSWS Student Attendance Survey



- Yearly – [www.doe.virginia.gov](http://www.doe.virginia.gov)
  - Single Sign-on for Web Systems (SSWS)
  - Grantees must work with the school division SSWS administrator for access to the “21<sup>st</sup> Century Community Learning Centers Application (21<sup>st</sup> CCLC Student Attendance Survey)” through SSWS
  - Non-LEA grantees must work with their contact in the school division to ensure access and that the data can be entered into the survey within the data collection window.
- State Evaluation

# SSWS Student Attendance Survey



- 2015-2016 School Year Survey
  - Always in the fall
  - Noncompliance if not completed by the due date
- SSWS Student Survey matches 21<sup>st</sup> CCLC students with their spring 2016 SOL scores for mathematics and English/reading
- Directions will be provided by email and SSWS

# SSWS Student Attendance Survey



- .csv file will be downloaded
- For each student enter the number of days that he/she attended the program, no matter how few days attended

# SSWS Student Attendance Survey



- Do not need to enter a zero for students that did not attend the program
- Do not change the file in any way
  - Do not sort
  - Do not add students
  - Do not remove students
- Delete the header (first row) after adding attendance
- Save the file as a tab delimited file (.txt)

# SSWS Student Attendance Survey



- Upload the file in the application
- Submit the verification report to confirm the data
  - Correct number of students and days
  - One report per school division
- The verification report should be returned electronically to VDOE by November 18<sup>th</sup>

# SSWS Student Attendance Survey Tips



- Do not wait until the last minute
- Communicate with the division's SSWS administrator the dates that the survey needs to be downloaded and uploaded
- The file will be a .csv not an excel file (.xls)
  - Do not change the file type

# SSWS Student Survey Tips



- Review the file; if several students are missing, they may be assigned to another school
- Contact a system administrator to determine the student's new school
- Contact the state specialist to add those schools to the survey
- Allow time to secure Superintendent's signature



# SSWS Student Attendance Survey Tips



CREP

MEMPHIS

Center for Research in Educational Policy  
Survey System

Please log in:

User ID:

Password:





# SSWS Student Attendance Survey Data



- Person/people to contact?
  - SSWS administrator
  - Clerical staff – student attendance
  - Site director
- Data to collect?
  - Attendance data

# Virginia's 21<sup>st</sup> CCLC Quality Program Self Assessment

- New/revised
- Required
- Complete in January
- Submitted through CREP Survey System
- Documentation for monitoring



# Virginia's 21<sup>st</sup> CCLC Quality Program Self Assessment



- Yearly - <http://crepsurveys.net/Survey/>
- Cohorts 13, 14, and 15
- Grantee Program Evaluation
- Purpose – Program Effectiveness
- Completed by an advisory team/evaluation team

Suggested Members	
- Coordinator	- Teachers
- Site Director	- Parents
- Principal	- Community Partners

# Virginia's 21<sup>st</sup> CCLC Quality Program Self Assessment

- 9 Sections
  - Academic Focus
  - Compliance with 21<sup>st</sup> CCLC Regulations
  - Youth Development Needs
  - Ensuring Safety
  - Coordination with School
  - Staff and Professional Development
  - Community Partnerships
  - Sustainability
  - Management and Governance
- Areas of Strength



# Virginia's 21<sup>st</sup> CCLC Quality Program Self Assessment



- 3-13 questions/section
  - Proficient: Our program is proficient and can serve as an example to others.
  - Acceptable: This element is fully developed and is practiced consistently in our program.
  - Developing: We are currently developing this element.
  - Needs Improvement: This element does not exist in our program or is in the early stages of development.
  - Don't Know: I am unfamiliar with this element.

# Virginia's 21<sup>st</sup> CCLC Quality Program Self Assessment



- Narrative at the end of each section
  - Action Plan to Improve Program Quality
  - Technical Assistance/Training Needed to Improve Program Quality
- Areas of Strength - specific strategies and factors that contributed to the success of the program

# Virginia's 21<sup>st</sup> CCLC Quality Program Self Assessment



- Program Directors/Site Directors will have a series of questions to answer
  - AWA
  - Program objectives including SOL improvement
  - Student and family program hours
  - Spend down of funds-Grant Tracking Balance Worksheet
  - Sustainability and partnerships

# Virginia's 21<sup>st</sup> CCLC Quality Program Self Assessment Tips



- Allow your program time to operate (Jan.)
- Each member of the advisory/evaluation team completes the self assessment tool
  - Can complete the tool in parts
- Discuss the results and use them to determine areas requiring improvement
- Print your completed survey
  - Use to complete the monitoring process



# Virginia's 21<sup>st</sup> CCLC Quality Program Self Assessment Tips

- Discuss the results and use them to determine areas needing improvement
- Develop an improvement plan
- Execute the improvement plan



# Virginia's 21<sup>st</sup> CCLC Quality Program Self Assessment



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# Virginia's 21<sup>st</sup> CCLC Quality Program Self Assessment Data

- Person/people to contact?
  - Coordinator
  - Site Director
  - Principal
  - Teachers
  - Community Partners
  - Parents



# Virginia's 21<sup>st</sup> CCLC Quality Program Self Assessment Data



- Data to collect?
  - Academic data
  - Ways youth development needs are met
  - Safety data and procedures
  - Ways information is communicated and coordinated with the school
  - Staff and professional development conducted
  - Ways you work with community partners
  - Steps taken to sustain the program
  - Ways records are kept, finances are managed, data is collected
  - Areas of Strength

# Teacher Survey



- Yearly - <http://crepsurveys.net/Survey/>
- Cohorts 13, 14, and 15
- State Evaluation and Grantee Program Evaluation
- Purpose – Assess student improvement during the regular school day

# Teacher Survey



- One survey is completed
  - for each student that has attended the program for 30+ days
  - Elementary school – homeroom teacher
  - Secondary school - core academic teacher such as an English/reading teacher or a mathematics teacher
- Coordinators/site directors will receive a template letter to send to teachers
- Use teacher survey results to complete the USED APR Survey

# Teacher Survey

- 7 questions to determine improvement
  - Attendance
  - Academic performance
  - Behavior
  - Homework completion
  - Class participation



# Teacher Survey Tips

- Solicit the support of the principal
- Determine which teachers should participate
- Inform the academic teachers such as the English/reading and mathematics teachers at the beginning of the year about the survey



# Teacher Survey Tips



- Survey collection alternatives
  - Teachers complete surveys individually
  - “Staff Training” - Invite the teachers as a group to complete the survey
  - Site directors collect the teacher survey data and complete the survey for each student in the program



# Teacher Survey Tips

- Survey results need to be completed for at least 10 students in order to receive a report
  - Protect student identities
  - The fewer students that take the survey, the easier it will be to identify them
- Final report is an excel spreadsheet with student sensitive data
  - To request the report contact the VDOE specialist in charge of monitoring and evaluation
  - It will be sent through SSWS

# Teacher Survey

CREP  
Center for Research in Educational Policy  
MEMPHIS  
University of Memphis

Center for Research in Educational Policy  
Survey System

Please log in:

User ID:

Password:

**LOOK**

# Teacher Survey Data

- Person/people to contact?
  - Building administrator
  - Department chairperson
  - Teachers
- Data to collect?
  - Teachers review
    - Attendance data
    - Homework completion data
    - Grades/assessment data
    - Behavior data



# Student Survey



- Yearly - <http://crepsurveys.net/Survey/>
- Cohorts 13, 14, and 15
- State Evaluation and Grantee Program Evaluation
- Purpose – Assess student perceptions of the program

# Student Survey



- Students in grades 3-12
  - Attended the program for 30 days or more
  - Will individually complete the survey online during the afterschool program
- Letter sent to Superintendent informing him/her of the Student Survey

# Student Survey



- Approximately 32 questions – simple language
- Student provides grade level which will indicate additional questions for secondary students
- Survey responses
  - Section 1 - Select all that apply
  - Section 2 - Yes, No, Sometimes
  - Section 3 - Agree, Not Sure, Disagree



# Student Survey Tips

- Identify students who have attended for 30+ days, and create an alternative plan for students in attendance on the day of the survey that have not attended for 30+ days
- Schedule time in the computer lab
- Display the web address



# Student Survey Tips

- Respect student privacy
- If a teacher believes that students will have difficulty reading the questions then read the questions to the students before they begin the survey



# Student Survey

Center for Research in Educational Policy  
Survey System

Please log in:

User ID:

Password:



# Student Survey Data



- Person/people to contact?
  - 21<sup>st</sup> CCLC staff
  - Students with 30+ days of attendance
- Data to collect?
  - No data to collect
  - Create a schedule and allow students time to complete the survey
  - Stress the importance of honest answers and confidentiality

# GMD – Grantee Monitoring Document



- Yearly - <http://crepsurveys.net/Survey/>
- 2016-2017 School Year Survey
  - **April 2017 - May 2017**
  - Cohorts 13 and 14
  - Noncompliance if not completed by due date
- Year 1 grantees do not complete the GMD
- Purpose – Program monitoring and compliance

# GMD – Grantee Monitoring Document Tips



- Preview the survey (do not click submit)
- Determine the team to help you collect your data
- Collect data
  - Could be requested to confirm data
- Plan adequately to input data
- Save work as you go, complete the survey in parts
- Print your completed survey

# GMD – Grantee Monitoring Document Tips



The screenshot shows the login interface for the Center for Research in Educational Policy (CREP) Survey System. At the top, there is a header with the CREP logo on the left and the University of Memphis logo on the right. Below the header, the text "Center for Research in Educational Policy" and "Survey System" are displayed. A "Please log in:" prompt is followed by two input fields: "User ID:" and "Password:". An "Enter" button is located at the bottom of the password field.



# GMD – Grantee Monitoring Document Data

- Person/people to contact?
  - Coordinator
  - Site Director
  - Teachers
  - Enrichment staff
  - Community partners



# GMD – Grantee Monitoring Document Data



- Data to collect?
  - Program Timeline/Dates of Importance
  - Program Design – Instruction, Enrichment, and Family Activities
  - Attendance Data
  - Staffing and Professional Development
  - Partnerships
  - Health and Safety
  - Fiscal Management
  - Program Evaluation



# USED APR

- 2 Sessions - attend only one
- Thursday - October 6, 2016
- 9:00 - noon
- Marsha Granderson  
– Program Specialist  
for USED APR

Good news! 21APR can now be found at [21apr.ed.gov](http://21apr.ed.gov).  
The [21apr.thetactilegroup.com](http://21apr.thetactilegroup.com) url will expire on November 30, 2016.  
Please update your bookmarks!

## WELCOME

### 21ST CCLC DATA COLLECTION

Thanks for making time to report on 2015-2016 performance period data to the US Department of Education.  
The federal system is open for reporting on the following schedule:

May 7 – Jun 15	Summer 2015
Jun 16 – Jul 31	Fall 2015
Aug 1 – Nov 30	Spring 2016
Nov 30	Certification by States closes

Your State may have earlier deadlines for reporting Summer, Fall, and Spring data. Check with your State Education Agency for your State's deadlines.

Authorized users, log in here:

EMAIL

PASSWORD

[Forgot your password?](#)

LOGIN

# Evaluation Reminders

- Record all of the survey dates on your calendar
- Check with your grantees primary contacts to determine who will receive the survey emails
  - USED APR Contact
  - CREP Survey Contact
- Contact people who need to provide assistance with collecting data in a timely manner

# Evaluation Reminders

- Plan in order to complete the surveys on time
- CREP Surveys
  - Contact Tiffany Frierson for content questions
  - Contact CREP for log in and technical assistance
- SSWS Student Attendance Survey
  - Contact division SSWS Administrator
  - Contact Tiffany Frierson if there is trouble uploading the file

# Evaluation Contacts

- VDOE

Tiffany Frierson

[Tiffany.frierson@doe.virginia.gov](mailto:Tiffany.frierson@doe.virginia.gov)

804-371-2682

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